#### **DCDS** Reports

# **Timekeeper Reports - G HR-332A - Time and Attendance Summary Report**

**Purpose:** The Time and Attendance Summary report provides summary information on all time that was reported for a

TKU for a pay period. The minimum required entry is department, agency, TKU, and pay period end date.

**Frequency:** As requested (after timesheets for the requested pay period have been saved or submitted). If requested before

timesheets have been submitted, fields will be blank.

**Distribution:** The report is available to DCDS users who have been granted the appropriate security.

**Sequence:** Department, Agency, TKU, Employee Name

**Media:** Displayed on-line or the report may be printed.

**Retention:** Per Department Policy. Information is available on-line for one fiscal year.

**Information:** A. The TA Summary screen is accessed through the Reports, Timekeeper,  $\underline{G}$  - TA Summary items on the

menu. Select the TA Summary radio button on the report request window.

B. The following detail is displayed:

Name

Social Security Number (SSN)

■ Standard (Std) Hours

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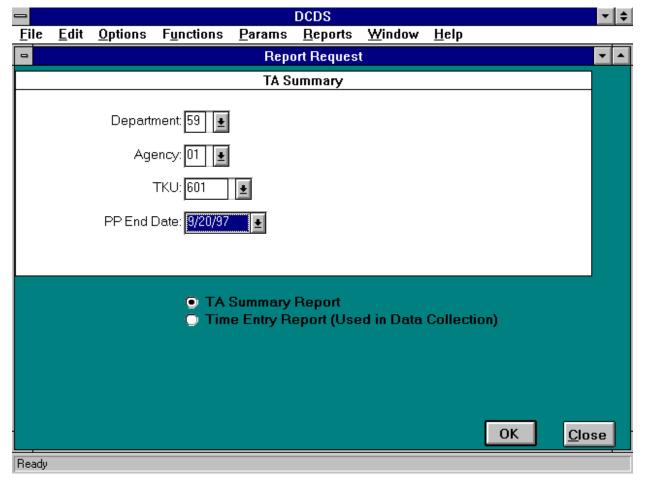
#### **DCDS** Reports

Information	•
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- Permanent Intermittent (PI) Average Hours
- Appointment (Appt) Date
- Union Code
- Plan Code
- Exempt (Fair Labor Standards Act) Y-Not Eligible, N-Eligible, Y\*-Eligible on an Exception Basis
- Hours Type
- Summary hours for each hours type
- Totals for Department/Agency/TKU
- Timekeeper Signature
- Certifier Signature
- C. Summary hours are provided for each employee for the pay period.
- D. To print a copy of the report, select  $\underline{F}$ ile and click on the  $\underline{P}$ rint menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

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#### **DCDS** Reports



#### **Report Request Screen**

To display the Report Request screen for the Time and Attendance Summary report, select the Reports menu item from the Menu bar and click on the Timekeeper menu item. From the cascading menu, click on  $\underline{G}$  - TA Summary menu item. The Report Request screen allows users to enter the appropriate criteria to request the TA Summary Report.

Enter the Department, Agency, TKU and Pay Period End Date. To select all TKUs, click on **AL** from the TKU dropdown. Click the TA Summary Report radio button to indicate which report to display. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the report on-line. The printed report is displayed on the next page in which all fields can be viewed.

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#### **DCDS** Reports

### HR-332A - Timekeeper Time and Attendance Summary Report

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#### **DCDS** Reports

# **Timekeeper Reports - G HR-332B - Time Entry Summary**

**Purpose:** The Time Entry Summary report provides summary information in the same format as the summary time entry

screen in DCDS. This report is generally used for those agencies who enter time on summary basis and have the timesheet information transcribed to this report for entry by the timekeeper into DCDS. The minimum

required entry is department, agency, TKU, and pay period end date.

**Frequency:** As requested (after timesheets for the requested pay period have been saved or submitted). If requested before

timesheets have been submitted, fields will be blank.

**Distribution:** The report is available to DCDS users who have been granted the appropriate security.

**Sequence:** Department, Agency, TKU, Employee Name

**Media:** Displayed on-line or the report may be printed.

**Retention:** Per Department Policy. Information is available on-line for one fiscal year.

Information: A. The Time Entry Report screen is accessed through the Reports, Timekeeper, G - TA Summary items on the

menu. Select the Time Entry radio button on the report request window.

B. The following detail is displayed:

Name

Social Security Number (SSN)

Standard (Std) Hours

State of Michigan

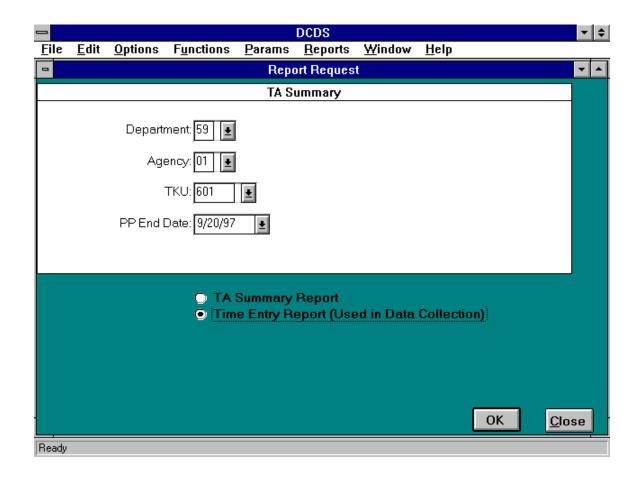
#### **DCDS** Reports

Information	n:
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- Permanent Intermittent (PI) Average Hours
- Union Code
- Plan Code
- Exempt (Fair Labor Standards Act) Y-Not Eligible, N-Eligible, Y\*-Eligible on an Exception Basis
- Appointment Date
- Hours Type
- Summary hours for each hours type that appears on the DCDS Summary Time entry screens
- Totals for Department/Agency/TKU
- Timekeeper Signature
- Certifier Signature
- C. Summary hours are provided for each employee for the pay period.
- D. To print a copy of the report, select  $\underline{F}$ ile and click on the  $\underline{P}$ rint menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

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#### **DCDS** Reports



#### **Report Request Screen**

To display the Report Request screen for the Time Entry Summary report, select the  $\underline{R}$ eports menu item from the Menu bar and click on the  $\underline{T}$ imekeeper menu item. From the cascading menu, click on  $\underline{G}$  - TA Summary menu item. The Report Request screen allows users to enter the appropriate criteria to request the Time Entry Summary Report.

Enter the Department, Agency, TKU and Pay Period End Date. To select all TKUs, click on **AL** from the TKU dropdown. Click the Time Entry Report radio button to indicate which report to display. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the report on-line. The printed report is displayed on the next page in which all fields can be viewed.

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#### **DCDS** Reports

### **HR-332B - Timekeeper Time Entry Summary**

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